

Division of Mass Transportation (DMT)
American Recovery & Reinvestment Act (ARRA)
FTA Section 5311 – Non-Urban Capital Assistance Program
Communication Plan

The timeline for the obligation of ARRA 5311 funds is 180 days from the date of apportionment from the FTA. Accurate and concise information is essential to meeting this deadline. In order to effectively receive, interpret and disseminate information, DMT has developed the following communication plan. This plan will be monitored and updated weekly to ensure compliance.

| Target Date(s): | ARRA 5311 Action/ Information | Other Divisions/Offices Impacted | How Information Distributed |
|---|---|---|--|
| Weekly/Immediate as Needed | Update Division Chief on ARRA 5311 Issues, Challenges, and Implementation Strategies | State Grants Office | Weekly Reports, Staff Meetings |
| Weekly/Immediate as Needed | Update Deputy Director & Directorate on ARRA 5311 Implementation | Earl Seaberg Ken De Crescenzo | Weekly Reports, Meetings, E-Mails |
| 2/4/09 - 2/22/09 | Call for Projects and Issue Preliminary Estimates for ARRA 5311 Apportionments to Agencies | Programming | E-Mails, DMT Website |
| 2/5/09, 2/12/09, 2/26/09, 3/20/09, 4/1/09 | Update Agencies on Guidelines and Instructions for Programming ARRA Funding | Programming | Meetings and Teleconferences |
| 2/15/09 and Ongoing Updates | Establish DMT ARRA Website | All | Documents and Weblinks |
| 2/18/09 | Determine internal process for transfer of flex funded projects from Local Assistance to DMT | Local Assistance | Meetings, E-Mails |
| 2/25/09 and Ongoing | Confer with FTA on ARRA 5311 Implementation and Reporting | Programming Local Assistance | Teleconference, E-mails, FTA Website |
| 2/11/09, 2/25/09 & 3/12/09, 3/26/09 | Update Agencies on Guidelines and Instructions for Applying for ARRA Funding | Programming Local Assistance | Teleconference (E-Mails & DMT Website Updates) |
| 2/25/09, 3/11/09 and Ongoing Updates | Work with Accounting, Legal and Budgets to Expedite Encumbrance & Executed Agreements (Contracts) | Accounting Legal and Budgets | Meetings, E-mails |
| March 5, 2009 (180 Day Clock Starts) | Issue Final ARRA 5311 Apportionments to Agencies | Programming | E-mails, DMT Website |
| March 17-19, 2009 | Present ARRA Application Process at CalACT Conf. | Local Assistance | Presentations |
| March-April 2009 | Attend Weekly Meetings on Programming/Delivery and ARRA Reporting | Programming Project Delivery | Meetings, Handouts, Teleconferences |
| March – April 2009 | Confer with AASHTO SCOPT and MTAP on ARRA Reporting Requirements | | Teleconferences, E-mails, Websites |

| Target Date(s): | ARRA 5311 Action/ Information | Other Divisions/Offices Impacted | How Information Distributed |
|--|--|---|--|
| March 27, 2009 | Attend and make presentation at Rural Counties Task Force on ARRA 5311 Compliance and Application Procedures | Local Assistance | Presentation and Handouts |
| April 2, 2009 and May 1, 2009 | Confer with FTA on ARRA Reporting Requirements | Earl Seaberg Chris Inouye | Meetings, Handouts, Fact Sheets |
| April 17, 2009 Application Deadline to DMT (45 days) | Technical Assistance to Agencies to Ensure Projects are Programmed & "Ready to Go" Per FTA Guidelines | Programming Local Assistance | E-Mails, Telephone, DMT Website |
| May 29, 2009 Deadline to FTA & DOL (85 Days) | Resolve Issues Relating to Expediting Transfer of Flex Funds from FHWA to FTA -- Submission of ARRA Grant to FTA and Department of Labor (DOL) | Programming FTA | Meetings, E-Mails |
| Beginning in June 2009 | Statewide Workshops with Local Agencies on Reporting and ARRA Implementation Requirements | FTA | On-Site Workshops in all Eleven Districts and Teleconference |
| July 1, 2009 (Estimated) Obligation of ARRA Funds by FTA (120 days) | Confirm obligation of ARRA Funds with FTA. Send Notification of Obligated Funds to Agencies | FTA | Correspondence, E-Mails |